

**FUNCTION SHIFT HUMAN RESOURCE MANAGEMENT
CIRCULAR NO. 4 OF 2014**

To:

Provincial Education Department- Superintendent Generals

Provincial Education Department- Function Shift Liaison Officer

Provincial Education Department-Human Resources Liaison

Provincial Education Department-Adult Education and Training Unit Heads

**FUNCTION SHIFT PROCESS OF ADULT EDUCATION AND TRAINING STAFF
INFORMATION UPDATES, PHYSICAL VERIFICATION AND FILE AUDITS.**

As you know the shift of the Adult Education and Training (AET) function from Provincial Education Departments (PEDs) to the Department of Higher Education and Training (DHET) is imminent. A collective agreement that will guide the process of identification of transfer of staff is underway for signing by relevant parties in the ELRC.

In order to ensure that the staff records on the Provincial Education Departments (PED) PERSAL system is updated ahead of the transfer, it is crucial that the PEDs monitor and update their AET staff information currently on the PED PERSAL System to ensure 100% alignment and correctness. For this purpose PEDs were informed of the staff data and verification processes in a session on 12 June 2014 (HEDCOM technical sub-com meeting/ workshop on function shift).

The relevant AET PERSAL data has already been obtained by the DHET as at August 2014. This information will form the basis for the physical verification process that is due to take place during October 2014 and- November 2014. Parallel to this, the DHET will also roll out a process of file audits for all AET employees with PEDs. For your easy reference, attached is the staff verification process map **Annexure B** as discussed at various information sessions, while **Annexure A** outlines the step by step process.

To ensure the smooth exchange of information and communication occurs now and going forward DHET will liaise with the relevant PED HR official, who will be the link to facilitate the above processes. Mr Fanie Reyneke, Director HR Administration will be the DHET official to lead this process (mail:Reyneke.f@dhet.gov.za).

Kind regards

Ms LC Mbobo

Acting Deputy-Director General – Human Resource Development, Planning, Information and Monitoring
Co-ordination and Function Shift Liaison Officer*

Date:

*The Function Shift Liaison Officer as mandated by the Director-General to communicate to the recipient/s on implementation matters regarding the FET and AET function shift.

ANNEXURE A

ADULT EDUCATION AND TRAINING (AET) PHYSICAL VERIFICATION PROCESS

1. PERSAL data on all AET appointments obtained and each PED will be provided with a Verification Control Sheet per PERSAL Comp number (**Annexure 1- AET Physical Verification Control Sheet**), which will initiate the physical verification process and will be populated with personal information provided by PERSAL data.
2. All staff are to confirm their physical verification by signing out , on the Verification Control sheet (**Annexure 1**), their receipt of the staff information update form (**Annexure 2-AET Staff Update DHET/AET/002**). This is to be co-ordinated and managed by the PED HR Department in conjunction with the PED-AET link and AET institutional head. This completed form (**Annexure 2**) is to be attached to the pre-populated physical verification control sheet (**Annexure 1**) in the same sequence order. The information collated will be used to confirm and where necessary correctly update PERSAL and provide accurate information on those paid in readiness for transfer. uarheadped-AEt)
3. The PEDs and HR teams must update these records on the PERSAL system respectively, and deal with any discrepancies to be correctly reflected on PERSAL. A copy of the staff Update Form (**Annexure 2**) must be filed on the employee personnel file for easy access and reference. To assist with the process and return of documents a control list is also attached hereto as (**Annexure C**). It should be noted that in cases where that the relevant employee is a full time teacher and has ve an additional employment as a AET Practitioner/teacher, an additional file needs to be opened for transfer and in such cases the staff information update form (**Annexure 2-AET Staff Update DHET/AET/002**) is to be filed on the newly opened file.
4. The completed and signed ‘Staff information update form’ along with required copies of documentation requested is to be returned to the PED HR Department within 10 working days of receipt and signed back in to the PED HR Department using the ‘AET Verification Control Sheet’ (**Annexure 1-AET**).
5. All fully completed and signed Verification Control Sheets (**Annexure 1**) are to be signed off by the PED HR, AET PED link and institutional head, while the staff information update forms (**Annexure 2**) are to be signed off by the PED HR and AET employee.

6. All completed staff information update forms (**Annexure 2**) are to be filed on the relevant employees file by the PED HR. The fully completed and signed original Verification Control Sheet (Annexure 1) must be kept by the PED HR, with a copy provided to the Mr Reyneke at DHET and a copy kept at institutional level.
7. PEDs must use the information provided above to ensure PERSAL is update and aligned correctly in preparation for the transfer to DHET. For full time teachers the PED will open a hardcopy personnel file with staff update form being the basis of information on the file.
8. Parallel to the above, the PEDs HR are to complete a file audit on each employee file using the File Audit Control Sheet (**Annexure 3**). PED HR to complete the file audit on all AET employees.
9. In the case of Western Cape DHET will liaise with the PED HR and AET link to determine the way forward on those AET officials not employed on the PERSAL system.
10. DHET will then consolidate data from PERSAL monthly to confirm all the staff who will transfer to the DHET and notify the PED HR accordingly. In this regard DHET will work closely with the PED HR to ensure PERSAL stay aligned and the facilitation with National Treasury: PERSAL take place in advance for transfer from PED PERSAL to DHET PERSAL.